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M I N U T E S

TRAINING OFFICERS MEETING

**Thursday
4 Nov 54**

Document No. 1

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S **(C)**

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 8 MAR 1978 By:

ATTENDANCE:

Mr. Baird, D/TR

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UNFINISHED BUSINESS:

1.

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2. Oversubscribed Courses

Area Divisions are registering complaints about their inability to get people into oversubscribed courses when at the same time they are given a 5% quota and are expected to have that percentage of their personnel in training courses.

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 will reappraise the quota system. Additionally, Mr. will ask Division Training Officers to indicate student priority for those oversubscribed courses.

3. Medical Clearance for Training

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 reported that there is evidence of increased cooperation on the part of the medical office re physical clearance for training . In order to come to a satisfactory mutual understanding on this subject, a meeting with Dr. Tietjen is being planned by of FI Admin (acting for DD/P Admin), Mr.

4. Minutes for the Last Meeting

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It was noted by that although is not from DD/P Admin, he is acting for them. Other than this addition, the minutes of the last meeting were approved.

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NEW BUSINESS:

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1. Mannpower [REDACTED]

Mr. Baird emphasized the need to make division chiefs aware of the fact that instructor personnel and JOT's have been made available to DD/P in far greater numbers than OTR has received in return.

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He mentioned that the JOT's who were approached for instructional assignments [REDACTED] were reluctant to accept the responsibility. Either they felt inadequate for the task, or else expressed the opinion that they could profit more at this stage of their careers by on-the-job experience in the offices of DD/P.

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As a stop gap, instructors in other [REDACTED] courses, plus [REDACTED] [REDACTED] are being drafted for service in Clandestine Methods and Techniques (Phase II). Using these additional instructors will make it possible to increase the number of seminars (from nine to thirteen) and decrease the number of students therein. In order that nine of these OTR personnel may serve as instructors, they will first have to take the course of instruction themselves.

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It was finally agreed to put extra seats in the amphitheatre and accommodate eighty students; however, as Mr. Baird explained, Training Officers should not be disappointed if some of their people are cancelled from this running because of the emergency.

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[REDACTED] announced that at the close of the course, Training will conduct a seminar for instructors on the techniques of teaching tradecraft material.

Other efforts have been made to alleviate the manpower shortage. At least six instructors who were due for rotation have agreed to extend their tours of duty for a minimum of six months and a maximum of twelve months.

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[REDACTED] will check the records of military personnel to determine whether any of them can be made available to OTR; furthermore, it is planned to recruit military people from outside the Agency.

All these measures help, to a limited extent, but they do not solve the immediate problem.

2. Cancellation of Holiday Meetings

The group agreed to cancel the 11 and 25 November meetings which coincide with the Armistice Day and Thanksgiving holidays.

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3. Report on Denied Areas Seminar

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[] reported that the seminar which was completed on Wednesday, 21 October, was the most successful presentation to date. Twenty-one persons attended full-time and eleven persons attended on a part-time basis. [], who attended these sessions, declared they gave him a valuable insight into what the psychological requirements should be for operations in this field.

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4. Change in Chairmanship of the Clandestine Services Training Committee

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Chairmanship of the Clandestine Services Training Committee has rotated for the ensuing half-year from [] FI.

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5. Registration of Administrative Career Designees in Training

It was pointed out that DD/P Admin had no adequate method for enrolling its career designees in Training. No final solution was reached, although Mr. Baird noted that as the situation now stands, the Staff Training Officers have to perform the duties of registrar. He suggested they could function more efficiently and devote more time to planning if a permanent secretary were to be assigned to the chairman of the Clandestine Services Training Committee.

6. Instruction in Interviewing and Reporting

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In a letter received by [], the Chief of NEA Division wrote that while Training was generally doing an excellent job, the case officers it produced were too often content with superficial answers, indicating a definite need for a course in interviewing and reporting. [] commented on the fact that students in Clandestine Methods and Techniques and Basic Counterespionage Courses do not know how to run an interview; they are oblivious to detail and often fail to recognize a lead when they are given one. [] suggested OTR initiate a one-week course to provide students with practice in interviewing and reporting. However, a counterproposal was made that this instruction be added to the course on Clandestine Methods and Techniques, but to be presented at headquarters. This latter solution was considered a more feasible method for enrolling students and would eliminate further prerequisites.

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It was proposed and agreed that the letter received by [] should be reproduced and distributed to students in Clandestine Methods and Techniques so that they might be made aware of their shortcomings.

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7. Constructive Credit for War Plans Course

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[] has been bombarded for a decision on whether credit should be given for the War Plans Course conducted last January. It was decided that the people on [] staff who had attended full time plus those who had attended a minimum of eight sessions, and who have held war planning assignments prior or subsequent to attendance, would be eligible to receive constructive credit. A memorandum with this recommendation will be prepared by [] for signature of D/TR and forwarded to []. He will be asked to consider credit for Logistics and Commo people as well as for his own staff.

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8. Pre-Testing

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To alleviate the burden carried by his staff, [] asked that the pre-testing be divided over a period of two Fridays. Hereafter when an individual is enrolled in Training, he should be tested the first Friday after OTR receives his green sheet. This arrangement will also be more satisfactory from the physical standpoint as A&E can accommodate 36 comfortably and a maximum of 40 at any one time. [] volunteered to bring this matter to the attention of the Training Officers at their next meeting.

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OTHER ITEMS:

1. Mr. Baird welcomed [] back to the OTR Staff.

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2. [] announced that Investigative Techniques would begin on 10 January.

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3. Twenty-four persons will be accepted in the [] Course slated to begin 29 November. This will be Mr. [] last presentation prior to his departure for TDY in January.

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4. It was asked whether persons GS-11 or higher would be accepted in the Administrative Refresher. [] replied that experience will indicate whether to cut off at a particular grade. The course is now designed for persons in administrative positions.

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5. Although [] Branch of EE Division cannot at this time rotate personnel to OTR, [] said that they are eager to provide OTR with guest lecturers in [].

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6. A member of the [] who has fifteen years of English teaching experience will be briefed by a case officer prior to duty as an instructor for personnel of SR and EE Divisions. Mr. [] emphasized that OTR's resources for English language instruction would be limited to operational use.

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[] exoressed appreciation for the outstanding performance of [] in his last running of Escape and Evasion. Although none are enrolled for the January class, two persons have signed up for the class of 16 May.

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